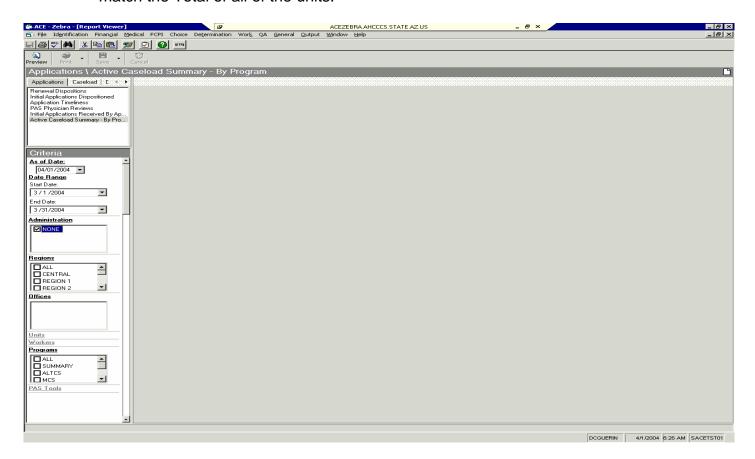
# **ACE Report Manual**

#### Table of content

## Report viewer

## Report list -

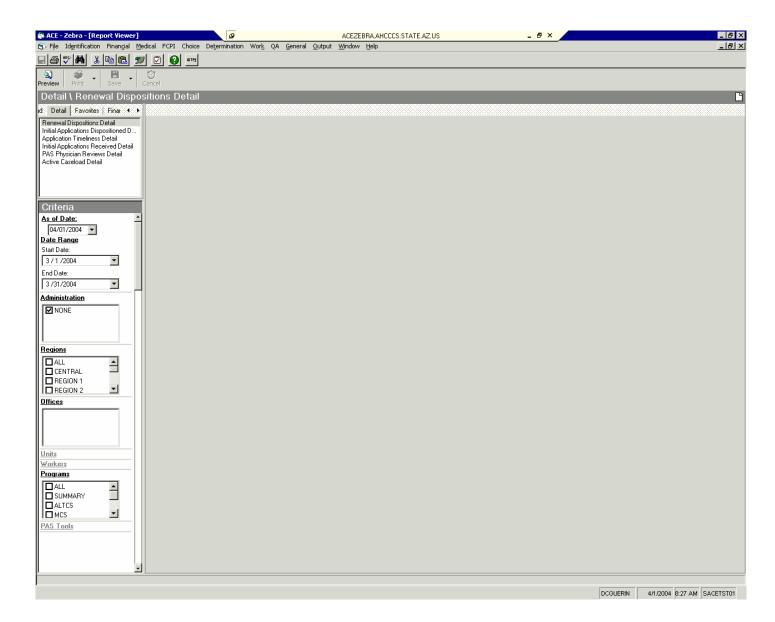
- The summary reports are high-level representations of the data that has been selected for the report.
- If a report is filtered by worker the total for Unit, Office, Region and State will match the
  worker total. If a report is filtered by Unit the total for the Office, Region and State will
  match the Total of all of the units.



## Report Viewer

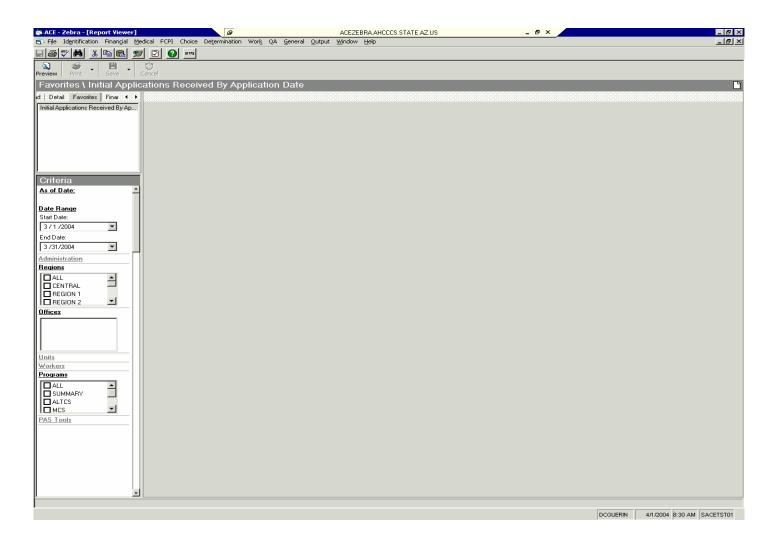
## Detail list -

The detail reports are the low-level representation of the Summary reports. The standard layout for the detail report is to display the Person number, date period and Program name. There are some reports that do not have the standard information displayed.



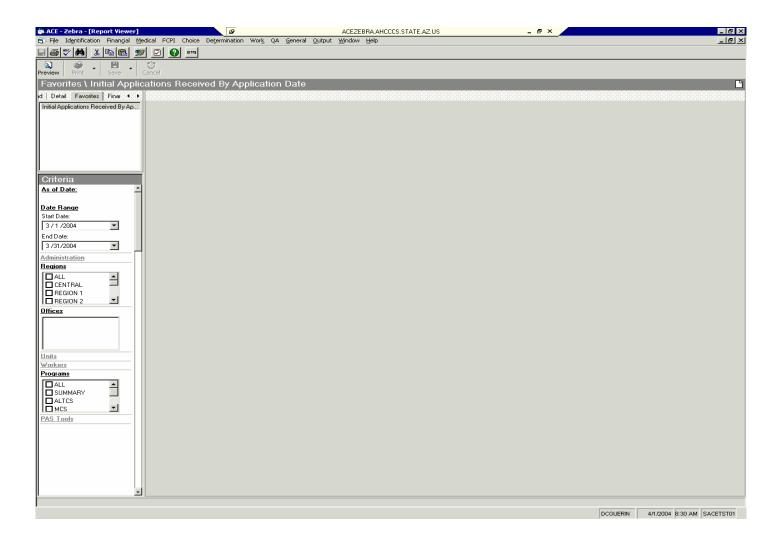
## Favorites -

The Favorites tab is to display reports that have be designated by the user to be reports that are used on a regular basis. This does not store the parameters, only the reports that are commonly run. To add a report to the favorites list the



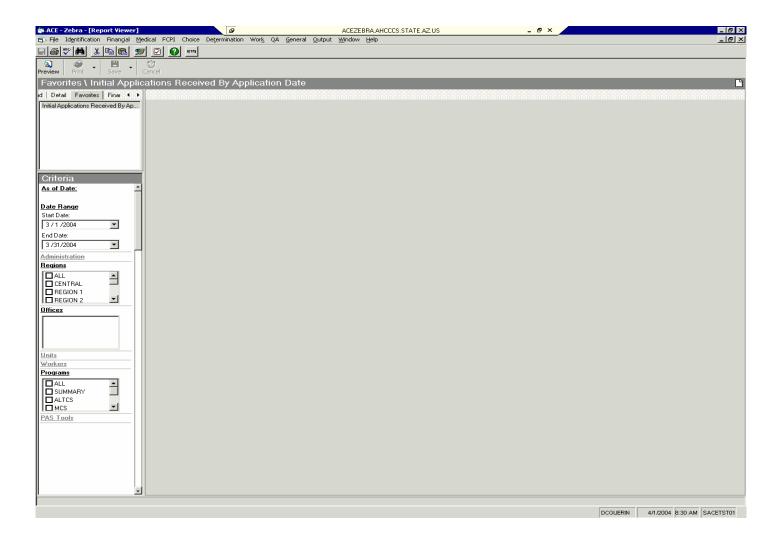
Running a report -

The report viewer is used to select, run, print and save reports. After selecting a report and desired parameters the preview button is used to produce the report. The report will be displayed when the report has finished. After the report has completed it can be printed or saved into a different format.



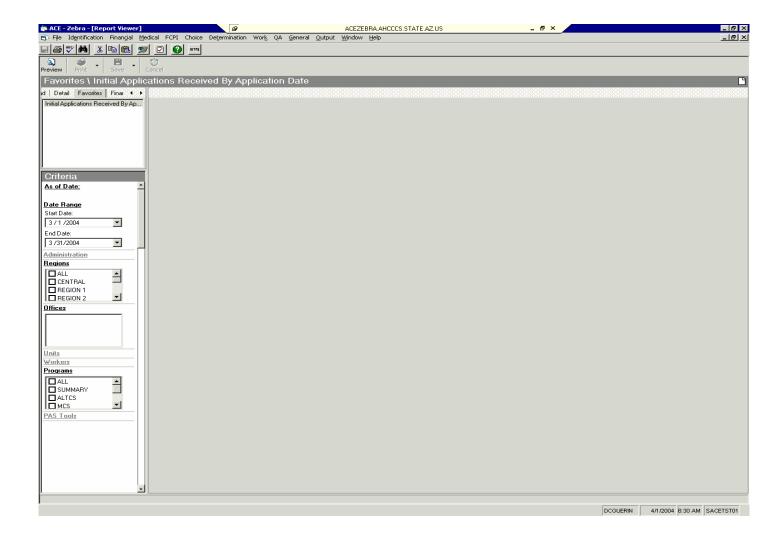
Printing a report -

To print the report, the 'Print' button is pressed, the print dialog box is then displayed with printer settings and the 'Print' button prints the report.



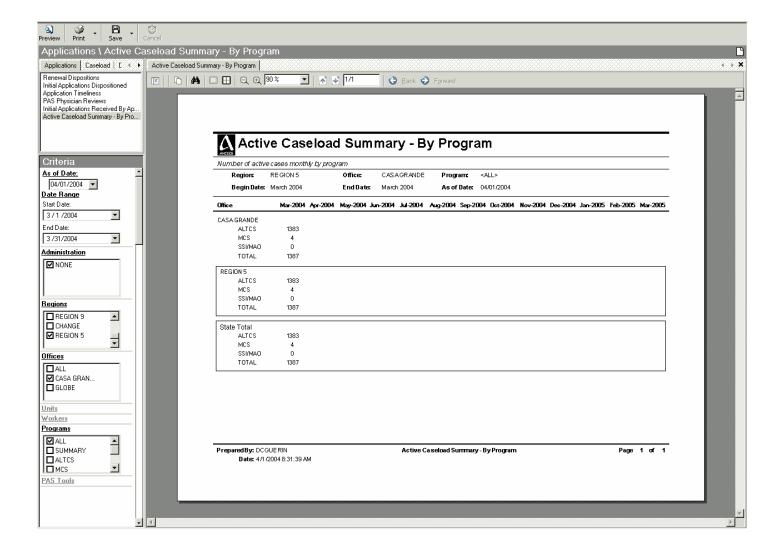
Saving a report -

To save the report into a different format the 'Save' button is pressed, after this a drop-down list will appear. When the supported format is selected the save file dialog box will be displayed to chose the location the file is to be save to. The current format selections are .pdf (ADOBE), .rtf (Word), .xsl(Excel) and .HTM(Internet Explorer). These files can be saved to any file directory but only opened if the computer has the proper application to open the correct file extension.



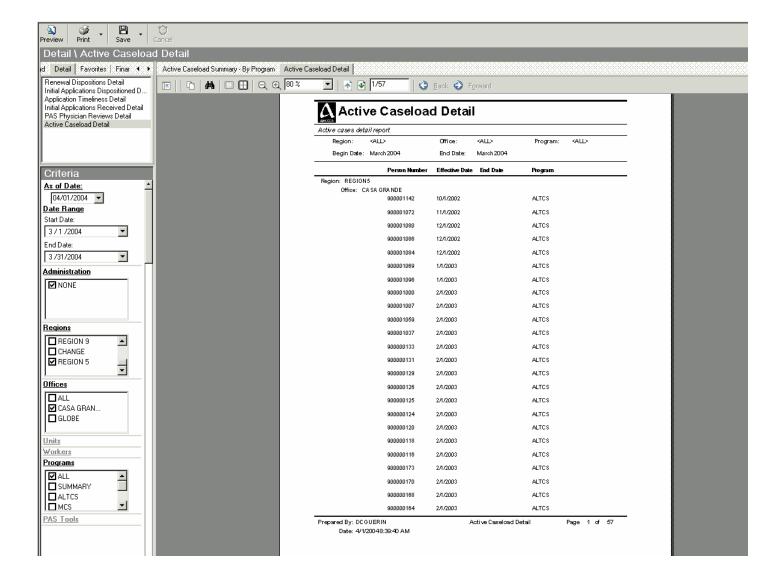
## **Active Caseload Summary**

- Description Number of Active cases monthly by program. This counts only one program per person. If a person is receiving multiple benefits then the highest eligibility is counted. The hierarchy is ALTCS, SSI/MAO and MCS.
- Parameters Region, office, program, begin date, end date, as of date
- Overview This shows the number of active cases that are in the designated search criteria.



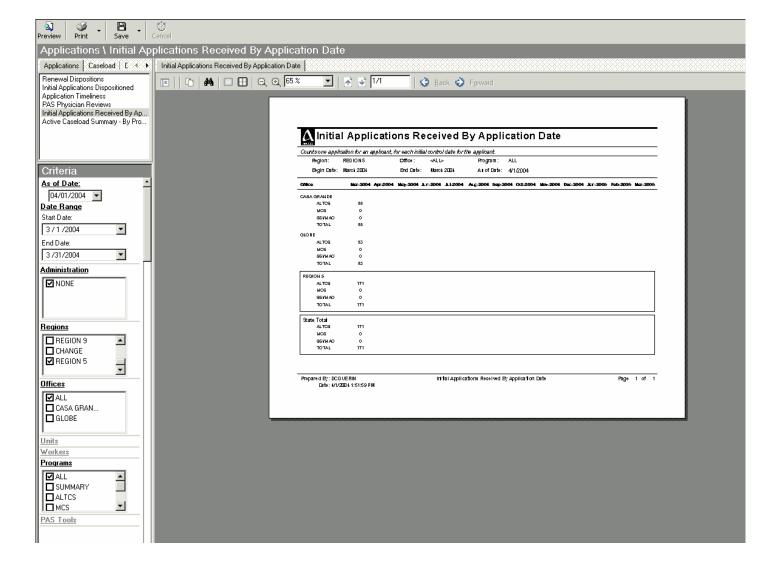
#### Active Caseload Detail

- Description Number of Active cases monthly by program. This counts only one
  program per person. If a person is receiving multiple benefits then the highest eligibility is
  counted. The hierarchy is ALTCS, SSI/MAO and MCS.
- Parameters Region, office, program, begin date, end date, as of date
- Overview Shows the list of the Applicants within the specified criteria. Shows the
  person number, Begin date of the applicant role, end date of the applicant role and
  program name the applicant is currently eligible for.



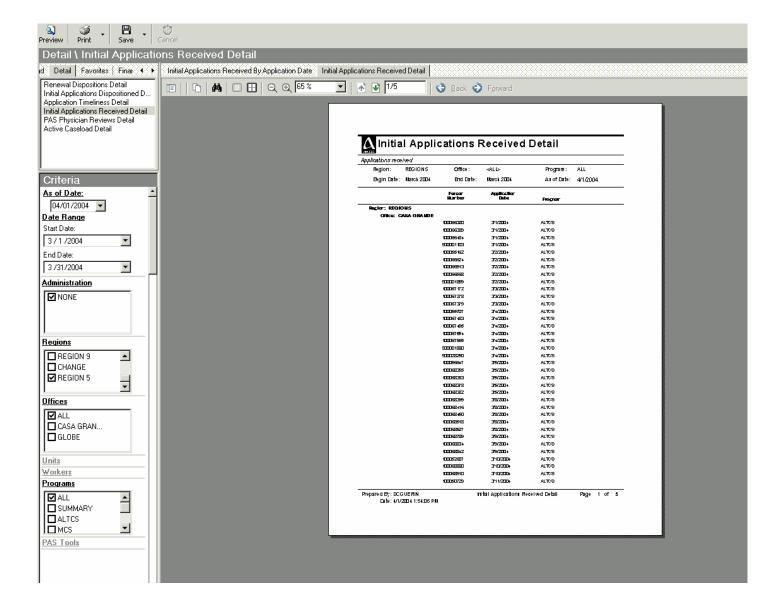
Initial Applications Received by Application Date Summary

- Description Counts the application received for an applicant. Only the highest program applied for is counted.
- Parameters Region, office, program, begin date, end date, as of date
- Overview Counts the number of applications received for the designated program by application month. The as of date is compared to the begin date the application.



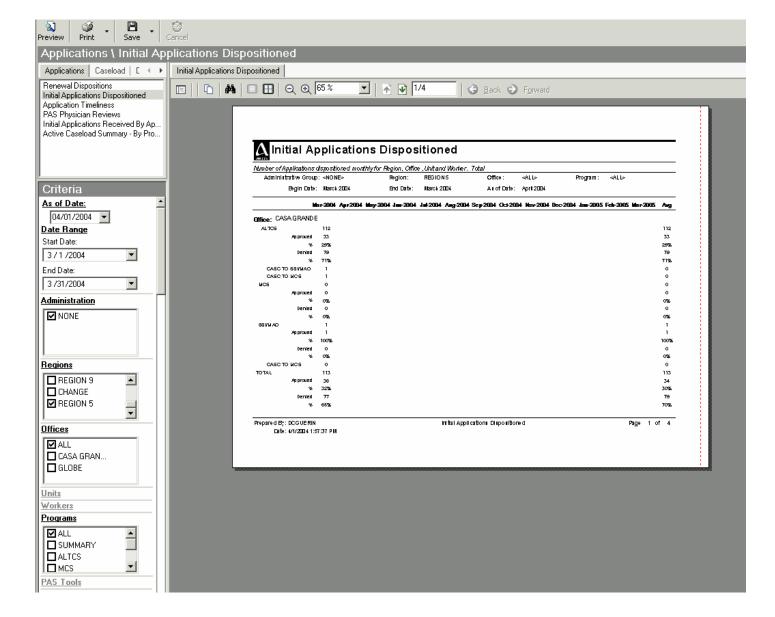
Initial Applications Received by Application Date Detail

- Description Counts the application received for an applicant. Only the highest program applied for is counted.
- Parameters Region, office, program, begin date, end date, as of date
- Overview The detail show the Person number, Application date and Program that was applied for.



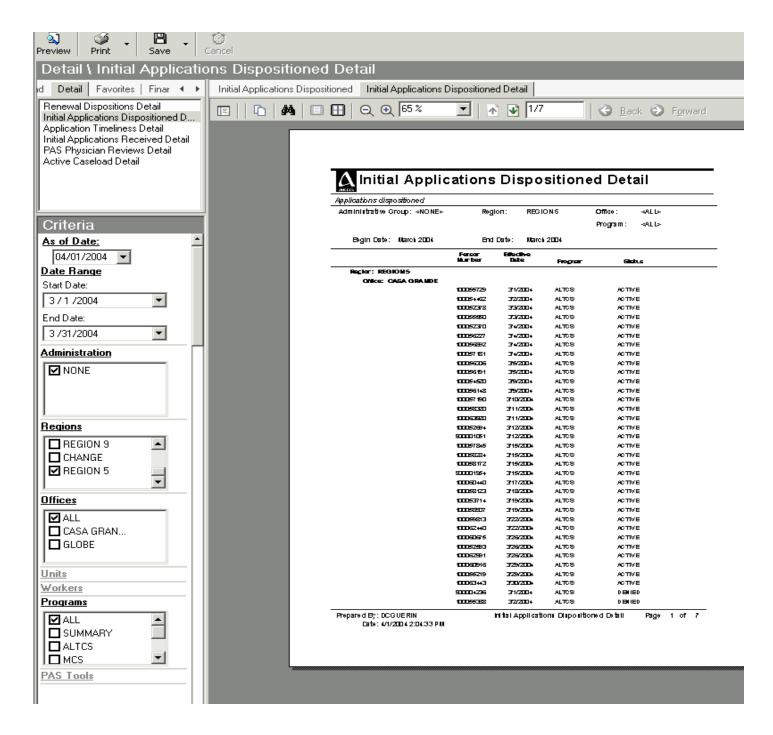
**Initial Applications Dispositioned Summary** 

- Description Total initial dispositions that have been completed. The total approval
  includes cascaded approvals. Total Denials does not include cascaded programs. Dual
  dispositions count the highest program disposition regardless of the action taken on the
  given program (i.e., Applicant applies for ALTCS/MCS the status of the ALTCS is counted
  and the MCS is not). If a cascaded program exists the cascaded is counted a denial for
  the program total and counted as an approval for the grand total.
- Parameters Region, office, program, begin date, end date, as of date
- Overview Counts the number of Initial application received for the selected criteria. The grand total numbers are not equal to the sum of the sub totals. The grand total of approvals is all approvals plus the cascaded approvals. The denial grand total is the total of the denials minus the cascaded programs.



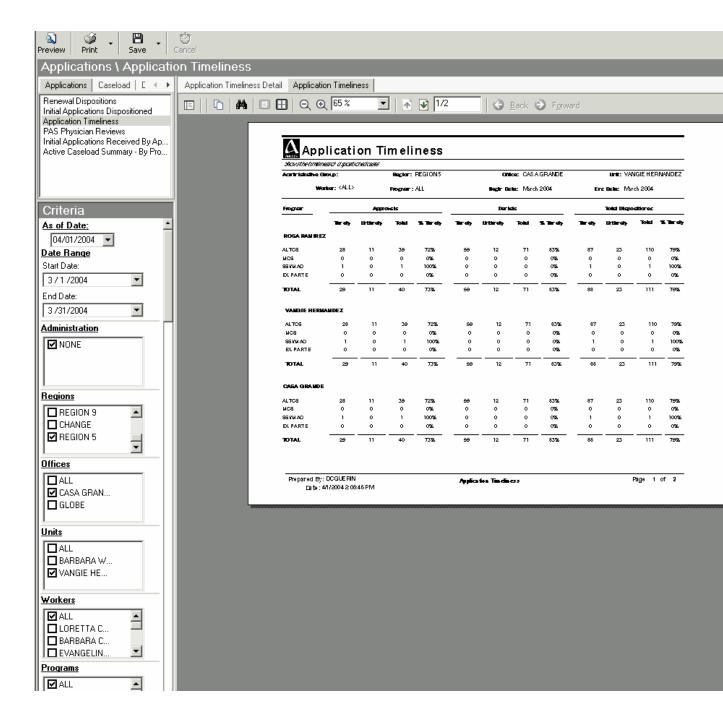
Initial Applications Dispositioned Detail

- Description Total initial dispositions that have been completed. The total approval
  includes cascaded approvals. Total Denials does not include cascaded programs. Dual
  dispositions count the highest program disposition regardless of the action taken on the
  given program (i.e., Applicant applies for ALTCS/MCS the status of the ALTCS is counted
  and the MCS is not). If a cascaded program exists the cascaded is counted a denial for
  the program total and counted as an approval for the grand total.
- Parameters Region, office, program, begin date, end date, as of date
- Overview Shows the person number, Effective date of the dispointion, Program that action was taken on and status of the disposition.



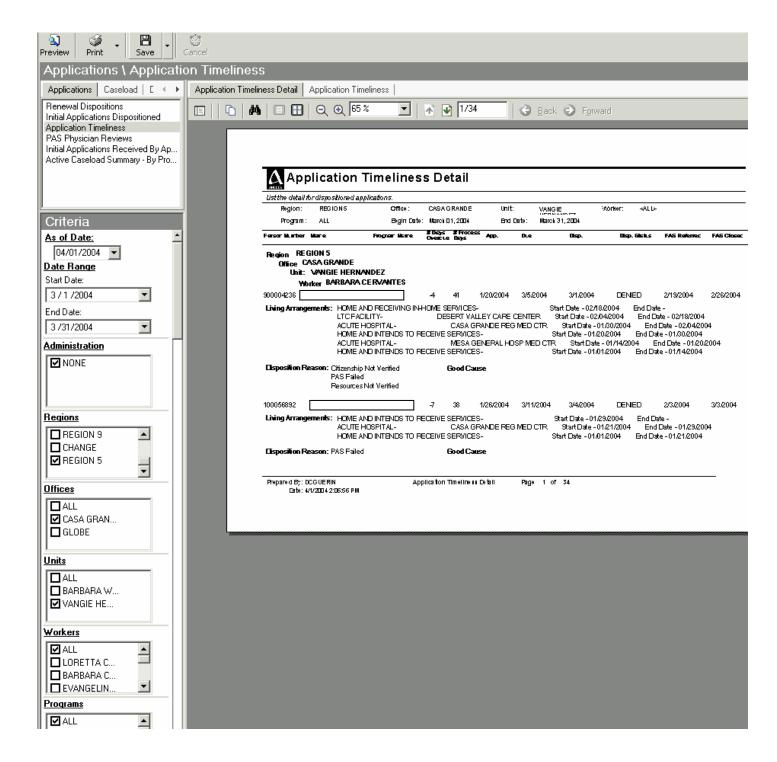
**Application Timeliness Summary** 

- Description Total initial dispositions that have been completed. This counts action taken on the highest program that was applied for.
- Parameters Administrative group, region, office, unit, worker, program, begin date, end date, as of date
- Overview Shows the timeliness of the applications that were dispositioned for the select time period. The total of the dispositions will match the total from the *Initial Applications Dispositioned* Report. This report has the ability to filter by worker to view the timeliness for a specific Unit or worker.



**Application Timeliness Detail** 

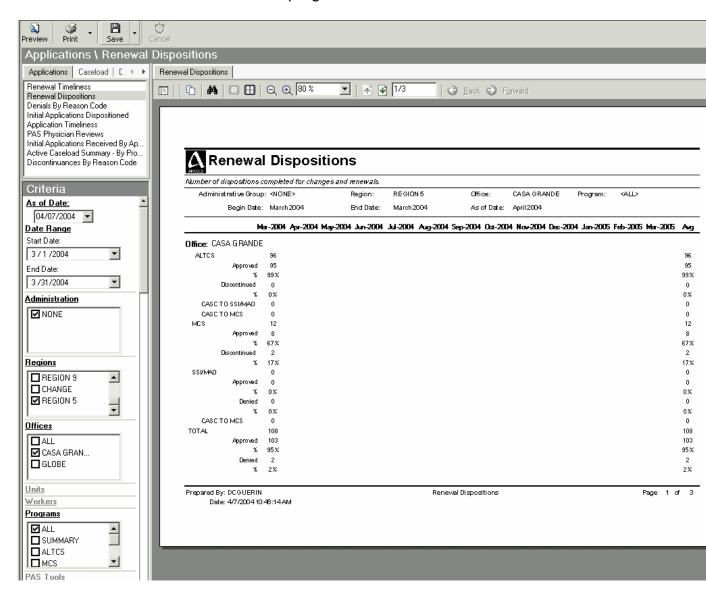
- Description Total initial dispositions that have been completed. This counts action taken on the highest program that was applied for.
- Parameters Administrative group, region, office, unit, worker, program, begin date, end date, as of date
- Overview This detail is unlike many of the other reports. It lists demographic, PAS, disposition and due date information. This report also can be filtered to the unit and worker level.



Renewal Dispositioned Summary

- Description Total renewal dispositions that have been completed. The total approval
  includes cascaded approvals. Total Discontinued does not include cascaded programs.
  Dual dispositions count the highest program disposition regardless of the action taken on
  the given program (i.e., Applicant applies for ALTCS/MCS the status of the ALTCS is
  counted and the MCS is not). If a cascaded program exists the cascaded is counted a
  denial for the program total and counted as an approval for the grand total.
- Parameters Region, office, program, begin date, end date, as of date

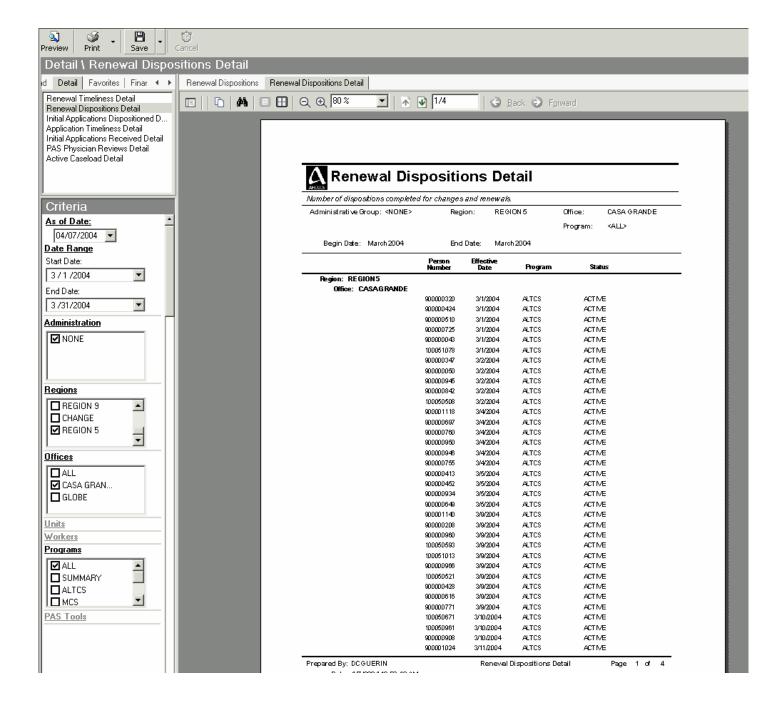
Overview – Counts the number of Renewal that were completed for the selected criteria.
The grand total numbers are not equal to the sum of the sub totals. The grand total of
approvals is all approvals plus the cascaded approvals. The denial grand total is the total
of the denials minus the cascaded programs.



## Reports

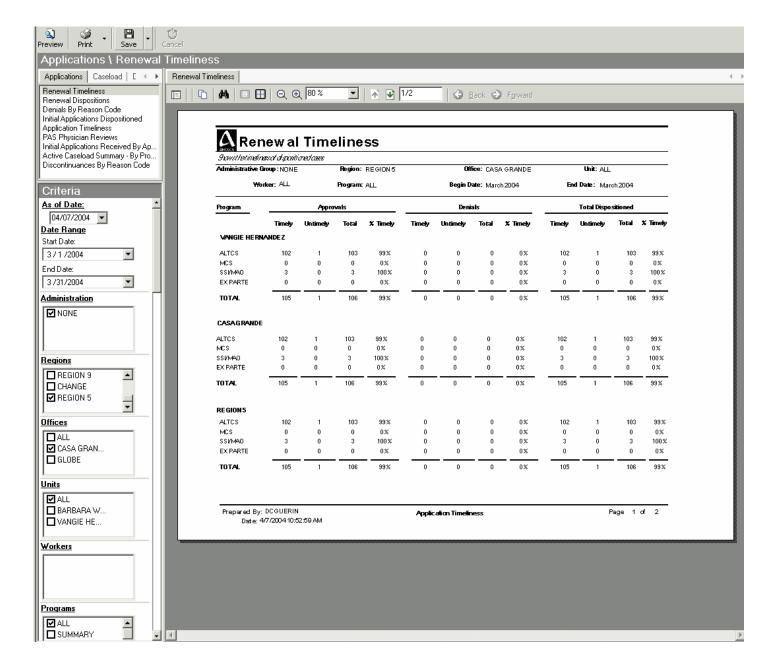
## Renewal Dispositioned Detail

- Description Total renewal dispositions that have been completed. The total approval includes cascaded approvals. Total Discontinued does not include cascaded programs. Dual dispositions count the highest program disposition regardless of the action taken on the given program (i.e., Applicant applies for ALTCS/MCS the status of the ALTCS is counted and the MCS is not). If a cascaded program exists the cascaded is counted a denial for the program total and counted as an approval for the grand total.
- Parameters Region, office, program, begin date, end date, as of date
- Overview Shows the person number, Effective date of the disposition, Program that action was taken on and status of the disposition.



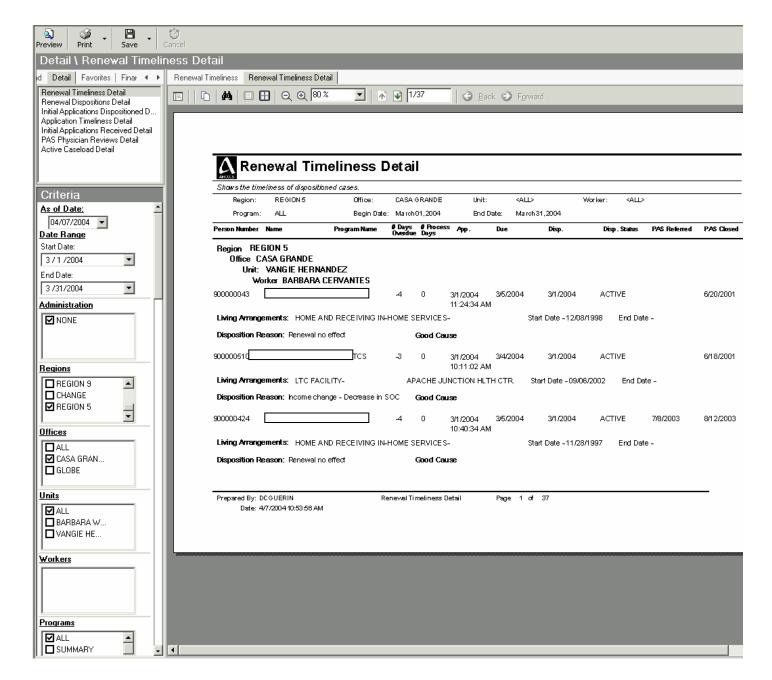
Renewal Timeliness Summary

- Description Total renewal dispositions that have been completed. This counts action taken on the highest program that was applied for.
- Parameters Administrative group, region, office, unit, worker, program, begin date, end date, as of date.
- Overview Shows the timeliness of the renewals that were dispositioned for the select time period. The total of the dispositions will match the total from the *Renewal Dispositioned* Report. This report has the ability to filter by worker to view the timeliness for a specific Unit or worker.



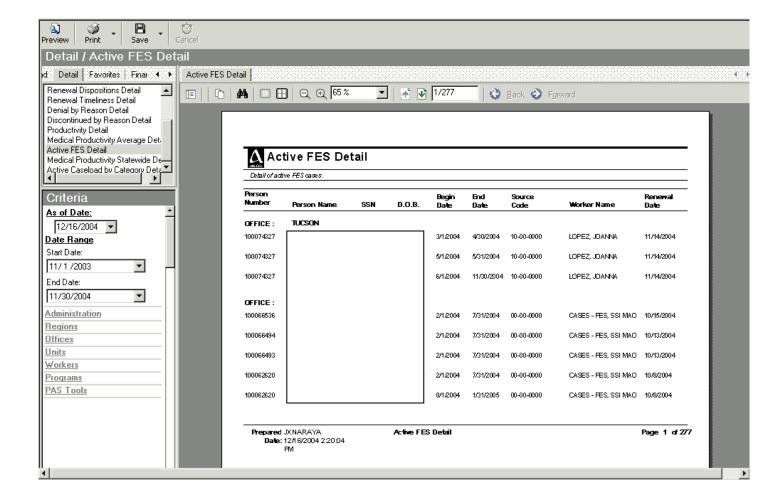
#### Renewal Timeliness Detail

- Description Total renewal dispositions that have been completed. This counts action taken on the highest program that was applied for.
- Parameters Administrative group, region, office, unit, worker, program, begin date, end date, as of date
- Overview This detail is unlike many of the other reports. It lists demographic, PAS, disposition and due date information. This report also can be filtered to the unit and worker level.



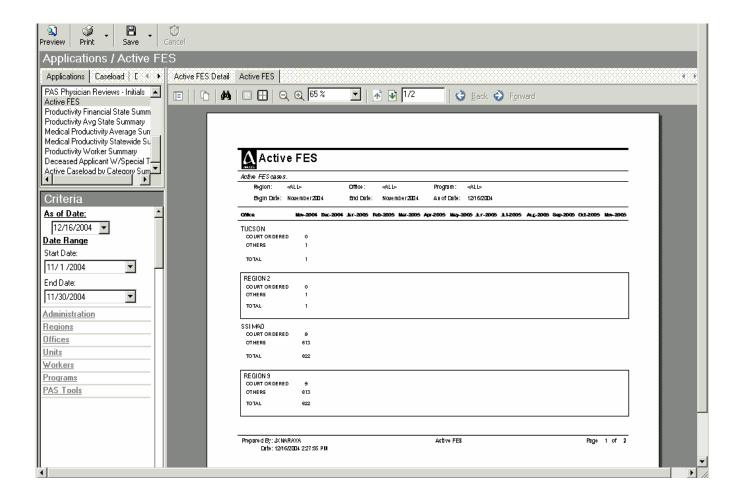
#### Active FES Detail Report

- Description –Lists the Active FES cases based on source code.
- Parameters Start date, End date, As of date
- Overview –This reports lists the active FES cases. It shows the Person number, Person name, SSN, DOB, Begin date, End date, Source code, Worker name and Renewal date.



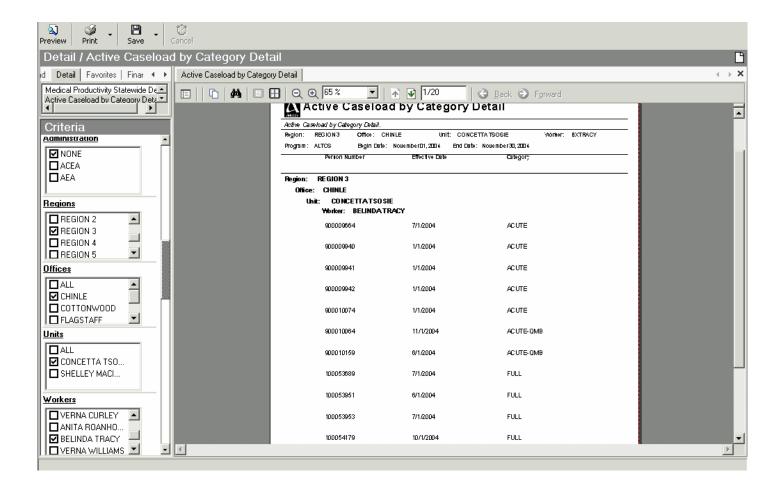
Active FES Summary Report

- Description –Counts the number of court ordered source code and "Other" source code FES cases for each month.
- Parameters Start date, End date, As of date
- Overview –This report considers court ordered source code cases and classifies all others in the 'Other' category. The court ordered source code was set as "ES-CM-FES-MANDATED FES". This report is generated for the entire state.



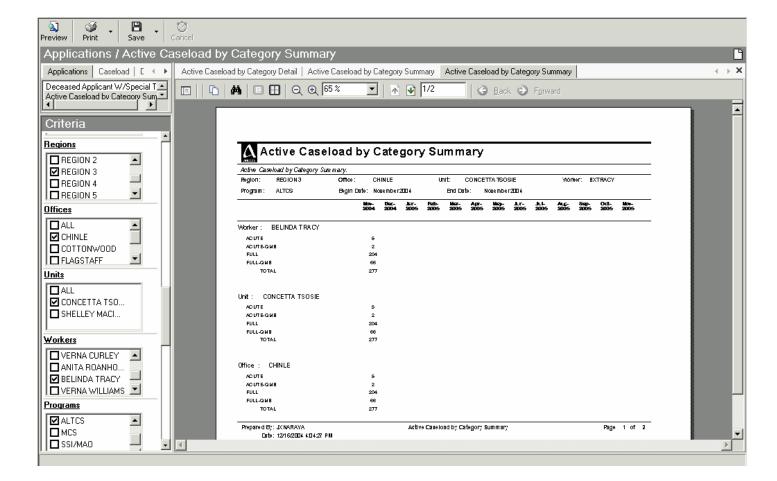
Active Caseload By Category Detail Report

- Description –The report is similar to Active Caseload Report but with emphasis to category.
- Parameters Start date, End date, As of date, Admin group, Region, Office, Unit, Worker, Program.
- Overview –This report lists the active cases with emphasis to the category of the case. If 'All' programs is chosen the report will list all the programs and their categories DAC, DAC-QMB, DC, DWW, FBR, FBR-QMB, FES, FPL, FPL-QMB, PICKLE, PICKLE-QMB, QI-1, QMB, SLMB, ACUTE, ACUTE-QMB, FULL AND FULL-QMB. If ALTCS is chosen, the reports lists ACUTE, ACUTE-QMB, FULL AND FULL-QMB.If SSI/MAO is chosen the report lists DAC, DAC-QMB, DC, DWW, FBR, FBR-QMB, FES, FPL, FPL-QMB, PICKLE, PICKLE-QMB.If MCS is chosen the report lists QMB, SLMB AND QI-1.



Active Caseload By Category Summary Report

- Description –The report lists the count for each category for each month.
- Parameters Start date, End date, As of date, Admin group, Region, Office, Unit, Worker, Program.
- Overview –This report lists the active cases with emphasis to the category of the case. If 'All' programs is chosen the report will list the count of all applicants based on the program category DAC, DAC-QMB, DC, DWW, FBR, FBR-QMB, FES, FPL, FPL-QMB, PICKLE, PICKLE-QMB, QI-1, QMB, SLMB, ACUTE, ACUTE-QMB, FULL AND FULL-QMB. If ALTCS is chosen, the reports lists ACUTE, ACUTE-QMB, FULL AND FULL-QMB.If SSI/MAO is chosen the report lists DAC, DAC-QMB, DC, DWW, FBR, FBR-QMB, FES, FPL, FPL-QMB, PICKLE, PICKLE-QMB.If MCS is chosen the report lists QMB, SLMB AND QI-1.



SSI/MAO Source Code Detail Report

- Description –Lists the cases based on source code.
- Parameters Start date, End date, Admin group, Region, Office.
- Overview –This reports lists the Application Date, Source Code, Person Number, Last Name, First Name, DOB, SSN, Status, Disposition reason, Disposition Date, Program applied. The sort order is Source Code, Application date and Status.
- Scenarios –

## Scenarios - Single Application per person

The Detail Report

Person	Begin Date	End Date	Appln date	Disp Date	Report O/P
A	01/01/04	12/31/04	02/15/04	02/28/04	Active/Denied
В	01/01/04	12/31/04	02/15/04	03/15/04	Active/Denied
С	01/01/04	01/31/04	01/03/04	01/25/04	Active/Denied
D	01/01/04	01/31/04	01/03/04	02/04/04	Pending
Е	01/01/04	01/31/04	01/03/04	Not Dispositioned	Pending
F	01/01/04	02/28/04	01/03/04	02/04/04	Active/Denied
G	01/01/04	12/31/04	01/03/04	02/04/04	
				05/10/04	Active/Denied
G	01/01/04	04/30/04	01/03/04	02/04/04	Active/Denied
Н	01/01/04	12/31/04	01/03/04	1/25/2004(Denied)	
				Reopened and Not Dispositioned	Pending
1	01/01/04	01/31/04	01/03/04	1/25/04(Denied)	
				Reopened and Not Dispositioned	Denied

## The Summary Report

This report will associate source code count towards the latest application month which falls between the begin and end date for each person

#### Scenarios - Multiple Applications per person

Person	Begin Date	End Date	Appln date(Role Beg date	e) Role End Date	Source Code	Disp Date	Report O/P
4	1/1/2004	12/31/04	01/03/04	01/15/04		01/15/04	Not Listed
		02/25/04			03/10/04	Active/Denied	
4	1/1/2004	01/31/04					Denied
1	1/1/2004	02/28/04					Pending
3 1/1/2004 1	11/30/04	04/05/04		APS	4/15/2004(Approved)		
					7/20/2004(Change)		
					11/15/2004(Disc)	Discontinuance	
В	1/1/2004	08/01/04					Active
3	1/1/2004	12/31/04	12/11/12	naraya:The entry will counted towards FE		•	Pending
			in	summary report and st APS		jxnaraya: The entry will be counted towards APS in	
					summary report and not FES		
В	1/1/2004	04/30/04			APS	04/15/04	Active
В	5/1/2004	07/31/04					Not Listed